

Online Testing System

Data Entry Interface User Guide

2017–2018

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*The information contained in this document is to be used
only for the Spring 2018 Alternate Assessment for
Students with Significant Cognitive Disabilities*



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Introduction to this User Guide

This user guide supports users of the Data Entry Interface (DEI). DEI is a component of the Online Testing System that allows authorized users to enter student assessment data, such as question responses and scores. This introduction describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

User Guide Content

This user guide includes the following sections:

- [Logging in to the Data Entry Interface](#): This section explains how to access DEI.
- [Accessing the Student’s Assessment](#): This section explains how to enter student information and select the appropriate tests and forms.
- [Understanding the Data Entry Interface](#): This section describes the layout and structure of DEI.
- [General Test Rules and Navigation](#): This section explains how to navigate the test and submit it for scoring.

Table 1. Key Icons and Elements

Icon	Description
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.
	Note: This symbol accompanies additional information or instructions of which users must take note.
	Policy: This symbol accompanies information regarding test administration policies.

Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the [System Requirements](#) document.
- For information about student and user management, and rosters, see the [TIDE User Guide](#).

The above resources are available on the Ohio Alternate Assessment Portal (<http://oh-alt.portal.airast.org/>).

About Testing Policies and Procedures

This document describes the features and functions of the Data Entry Interface. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the [Directions for Administration Manual](http://oh-alt.portal.airast.org/) available on the Ohio Alternate Assessment Portal (http://oh-alt.portal.airast.org/).

Section I. Logging in to the Data Entry Interface

Authorized users can access the Data Entry Interface via the AASCD Portal.

1. Navigate to the AASCD Portal (<http://oh-alt.portal.airast.org/>).
2. Select your user role.

Figure 1. User Cards



3. Select **Data Entry Interface**. The login page appears.

Figure 2. DEI card



4. Enter your email address and password.
5. Click **Secure Login**.

Figure 3. Login Page

About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set up your password and set a security question within 15 minutes of receiving this email.

- **If your first temporary link expired or you forgot your password:**

On the login page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field to reset your password. If your account is already set up, you need to answer your security question as well. You will receive an email with a new link to reset your password.

- **If you did not receive an email containing a temporary password:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Ohio Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

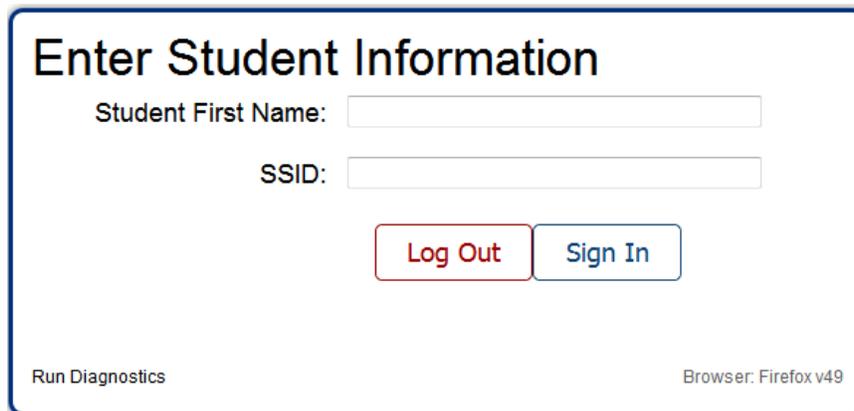
Section II. Accessing the Student's Assessment

This section explains how to enter student information and select the correct test form.

Step 1 – Entering Student Information

After you log in to the Data Entry Interface, the **Enter Student Information** page appears. On this page, you can enter the login information for the student being tested.

Figure 4. Enter Student Information Login Page



Enter Student Information

Student First Name:

SSID:

Log Out Sign In

Run Diagnostics Browser: Firefox v49

To enter a student's information:

1. In the *Student First Name* field, enter the student's first name as it exists in TIDE.
2. In the *SSID* field, enter the student's SSID.
3. Click **Sign In**.



Notes: DEI generates an error message if you cannot sign in. The following is the most common student login error.

Student Name and ID Do Not Match: Verify that you correctly entered the SSID and first name. If this does not resolve the error, consult the student's record in TIDE to verify the first name associated with the student's SSID.

Step 2 – Verifying Student Information

After entering a student's information, the *Is This the Student?* page appears. On this page, you can verify the student's information is correct.

Figure 5. Is This the Student? Page

Is This the Student?

Please review the following information.

First Name: Devone

Last Name: Garcia

SSID: ZZ9999401

Grade: 03

Date of Birth: November 1, 1992

School: AIR School

Next Step:
If the student's information is correct, choose **Next**. If not, choose **Log Out**.

To verify the student's personal information:

- If all the information is correct, click **Next**. The **Available Tests** page appears.
- If any of the information is incorrect, do not proceed with the data entry for this student. Click **Log Out**. You must notify the appropriate school personnel that the student's information is incorrect. Data entry cannot begin until this information is corrected.

Step 3 – Selecting the Test

The **Available Tests** page displays the tests available for data entry. On this page, you can select the test for the student.

Figure 6. Available Tests Page

Available Tests

Choose a test for data entry.

Alternate Assessment

<div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">  Start AASCD ELA Grade 6-8 </div>	<div style="border: 1px solid #0056b3; padding: 5px; margin-bottom: 5px;">  Start AASCD ELA Grade 6-8 (Second Rater) </div>
<div style="border: 1px solid #0056b3; padding: 5px;">  Resume AASCD Math Grade 6-8 </div>	<div style="border: 1px solid #0056b3; padding: 5px;">  Inactive AASCD Math Grade 6-8 (Second Rater) <small>You have used up your opportunities for this test. [10210]</small> </div>

Next Step:
If you wish to log out, select **Back to Login**.

Back to Login

Available tests indicate whether you are entering data for a new test opportunity or resuming an open opportunity.



Important: If no tests appear for the student, confirm the student's test eligibility is set to "Yes" for the Alternate Assessment in TIDE.

Important: If the student has been randomly assigned a Second Rater, their **Available Tests** screen will have tests for each subject designated "(Second Rater)". These are intended for data entry for the second rater. The other tests are for the TA/TE to enter their data.



Note: High School Second Rater Social Studies tests will be available in the DEI beginning on Wednesday, February 21, 2018.

To select an available test:

- Click the test name. The **Choose a Test Form** page appears.
- If the tests available for the student are not correct, click **Back to Login**. Verify that the grade associated with the student is correct. The list of tests is determined by the grade associated with the student's record in TIDE.

Step 4 – Confirming the Test and Selecting the Test Form

After you select a test, a session ID automatically generates. The session ID can be used to look up test information in the Online Reporting System. The **Choose a Test Form** page displays the session ID and the test you selected. On this page, you can select the test form for the student.

Figure 7. Choose a Test Form Page

Choose a Test Form

Select the appropriate test form from the drop-down list. If no drop-down list is available, verify that the listed test form is correct.

Session ID: OHIO-F59B-11

Is This the Correct Test Select a form ▼

AASCD Math Gra Select a form

Form1::Paper::G68MAT::SP17

Form2::Paper::G68MAT::SP17

Form3::Paper::G68MAT::SP17

Next Step:
To use this test form, choose **Next**. To return to the Login page, choose **Back to Login**.

Next
Back to Login

To select a test form:

1. From the **Test Forms** drop-down list, select the appropriate form.
2. Click **Next**.



Warning: If multiple forms are listed, the test form selected must match the form indicated on the test materials. The form number can be found on the cover of the test booklets. If you select the wrong form and start the data entry process, Task 13 will not match the student's Task 13. To correct this error, the TA/TE must contact the test coordinator to request the test be reset. After ODE approves the request, the TA/TE must return to the DEI and redo the data entry process with the correct form.

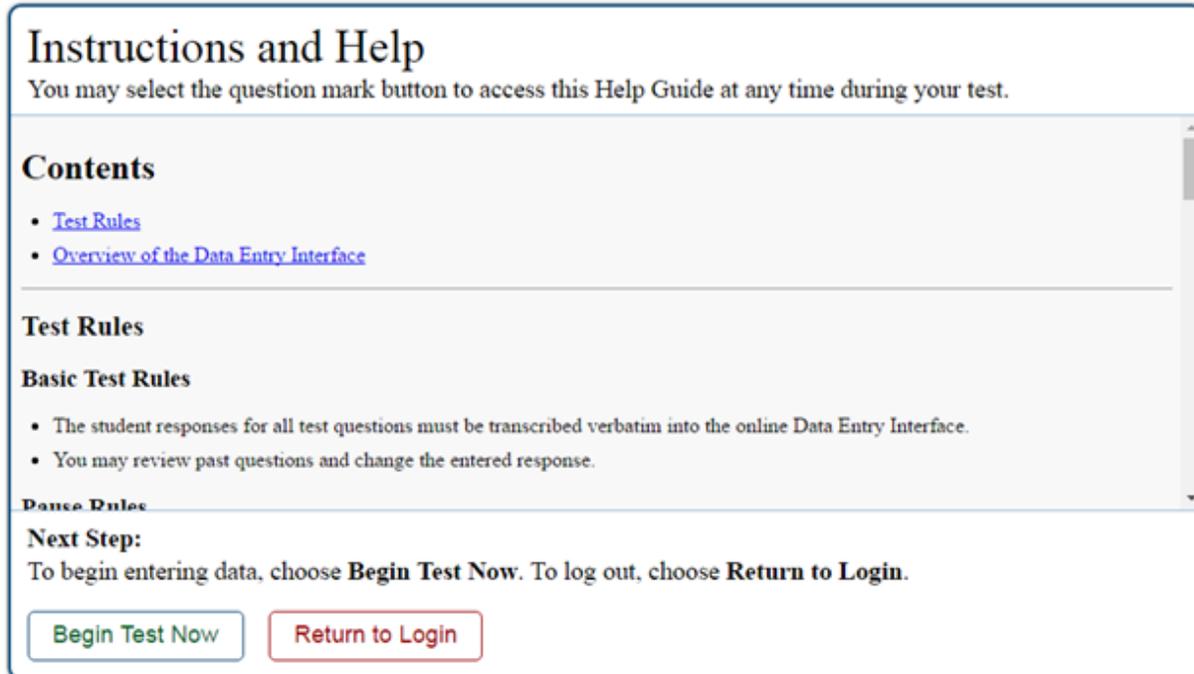


Note: Second Rater tests only have **one** form in the DEI. This is because Second Raters are not required to enter data for Task 13.

Step 5 – Test Instructions and Help

After selecting a test form, the **Instructions and Help** page appears. On this page, you can review the rules of the Data Entry Interface and its available tools.

Figure 8. Instructions and Help Page



Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Contents

- [Test Rules](#)
- [Overview of the Data Entry Interface](#)

Test Rules

Basic Test Rules

- The student responses for all test questions must be transcribed verbatim into the online Data Entry Interface.
- You may review past questions and change the entered response.

Next Step:
To begin entering data, choose **Begin Test Now**. To log out, choose **Return to Login**.

[Begin Test Now](#) [Return to Login](#)

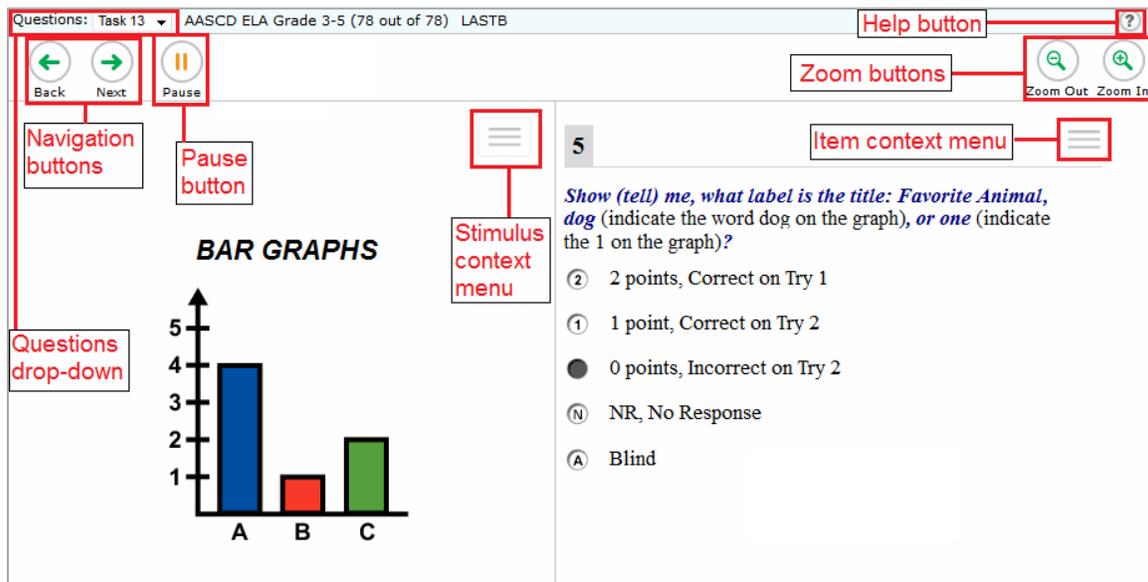
To proceed and begin data entry:

1. Review the information on this page.
2. To officially begin or resume the test opportunity, click **Begin Test Now**.

Section III. Understanding the Data Entry Interface

[Figure 9](#) displays a sample DEI test page. Some test pages may have only one question, and others may have multiple questions. You must select the appropriate response option for each question. DEI automatically captures and saves the response data when you enter it.

Figure 9. Sample Test Page



Test Tools

DEI has several on-screen tools that support users' needs. These include global tools and context menu tools. Global tools are those available on every page in the top banner. Context menu tools are available for each question and stimulus on the test.

Global Tools

- The question mark button in the upper-right corner opens the **Instructions and Help** page.
- **Zoom** buttons allow you to magnify font size. Multiple zoom levels are available.
- The **Questions** drop-down list enables you to quickly return to a specific task.
- The **Pause** button allows you to pause the test. Pausing a test logs you out of DEI. When you return to the test, you are directed to the first page with unanswered questions.
- The navigation buttons in the upper-left allow you to move between test pages.
- The **Done Entering Data** button appears after you respond to all required questions. To start the test submission process, click  in the top banner.

Context Menu Tools

You can select tools from the context menu available for each question. To open the context menu, select  next to a question or stimulus. You can also open the context menu by right-clicking a question or stimulus. The following context menu tools are available:

Figure 10. Context Menu



- **Mark for Review:** Select **Mark for Review** from the context menu to identify a question as one you may want to return to later. The question number displays a dog-eared style flap. In the **Questions** drop-down list, and a flag icon  appears next to the number on the test page. The **Questions** drop-down list displays (marked) for the selected question.
- **Item Response Reset:** Select **Item Response Reset** from the context menu to clear data entry for a chosen item.
- **Comments:** Select **Comments** from the context menu to provide feedback for the item. After entering the comment in the text box, select **Save and Close**. Comments are automatically submitted to the system and cannot be reviewed after submission.
- **Strikethrough:** Each question's response option can be struck out.
 - To strike out an option, right-click in the response option area and select **Strikethrough**. A line appears through the text or image.
 - To remove a strikethrough, right-click that option again and select **Undo Strikethrough**.

Section IV. General Test Rules and Navigation

This section describes how to navigate a test, pause data entry, end a test, and submit a test for scoring.

Navigation and Pause Rules

You may review questions before pausing or submitting the test. You may change the selected responses for questions only if you have not submitted the test for scoring.

You may pause tests at any time and return to them later to complete data entry. Tests must be completed and submitted before the end of the administration window.

Test Timeout (Due to Inactivity)

As a security measure, you are automatically logged out after 20 minutes of inactivity. This pauses the test.



Note: Before the system logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

All scores that have been entered are automatically saved. Pausing the test does not impact any scores that you entered.

Proceeding through the Test

You must enter student response data for each required question on a page before proceeding to the next page in the test. After you select response options for the required questions on a page, click **Next** to go to the next page. To return to a previous page, click **Back**.



Note: Questions that are grouped together may be paginated to appear individually. Buttons for each question in the group appear in the upper-right corner. You can click these buttons to navigate to the next question in the group.



Figure 11. Item Buttons



Policy Reminder: This user guide does not provide information about test administration policies and procedures. Please consult the directions in the appropriate *Directions for Administration Manual* to learn about procedures for responding to questions and completing a test in the Data Entry Interface.

Important: For all English language arts, mathematics, science and social studies tests, students must be administered at least one task block, as well as Task 13. This may require you to manually navigate to the correct task pages. You should not submit a test unless you are certain that all required tasks and associated items for the student have responses entered.

- If students are administered **task block 1–5**, you will automatically start with **Task 1**.
 - Use the [**Next**] button to navigate to the next task page.
 - At a minimum, all items for Tasks 1-5 must have scores entered.
 - After you have entered scores for the student’s concluding task, use the Questions drop-down list to “jump” to Task 13 and enter the student’s scores.
- If students are administered **task block 3–9**, you will start with **Task 3**.
 - Do not enter data for tasks 1 and 2.
 - Use the Questions drop-down menu to “jump” to Task 3.
 - Use the [**Next**] button to navigate to the next task page.
 - At a minimum, all items for Tasks 3-9 must have scores entered.
 - After you have entered scores for the student’s concluding task, use the Questions drop-down list to “jump” to Task 13 and enter the student’s scores.
- If students are administered **task block 6–12**, you will start with **Task 6**.
 - Do not enter data for tasks 1-5.
 - Use the Questions drop-down list to “jump” to Task 6.
 - Use the [**Next**] button to navigate to the next task page.
 - All items for Tasks 6-12 must have scores entered.
 - When you are done with Task 12, use the [Next] button to continue to Task 13 and enter the student’s scores.



Important: DO NOT enter data for items that were not administered to a student. Items not administered to the student should remain blank. Test Administrators may use the Item Response Reset tool to remove incorrect data. For more information, review the Test Tools section.

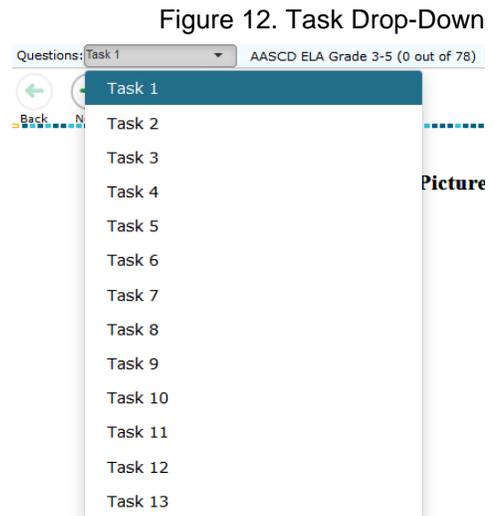


Policy Reminder: This user guide does not provide information about test administration policies and procedures. Please consult the [Directions for Administration Manual](#) available on the Alternate Assessment for Students with Significant Cognitive Disabilities Portal (<http://oh-alt.portal.airast.org/>) to determine the student’s starting and concluding tasks. Test Administrators/teachers must follow the instructions provided in the Directions for Administration Manual.

Navigating to Questions

You can navigate to questions page by page or jump directly to a question page.

- To navigate page by page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a question page, select the appropriate question from the **Questions** drop-down list.



Pausing Tests

You may pause data entry at any time. When you are ready to resume data entry for the test, you must log in and select the test form again. DEI opens the test to the first page with unanswered questions in the segment from which you paused the test. You may also go back to review or change scores for questions already entered.

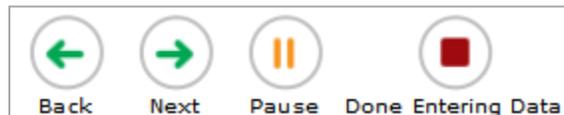
To pause data entry:

1. Click **Pause** in the top banner. A confirmation message pops up.
2. Click **Yes** to confirm that you want to pause the test.

Completing Data Entry and Reviewing Questions

The **Done Entering Data** button appears at the top of the screen.

Figure 13. Done Entering Data Button



When you click **Done Entering Data**, the next page gives you two options:

- Review the data you entered.
- Submit the test for scoring.



Important: DO NOT enter data for items that were not administered to a student. *Items not administered to the student should not be answered.* The DEI allows for submission of each task block (Tasks 1-5 and 13, Tasks 3-9 and 13, and Tasks 6-13) with the other questions unanswered.

Figure 14. Done Entering Data Page

You are done entering data.

If you wish to review your entries, select a question number below.

 You have marked questions. Review these questions before submitting your test.

 Please review your unanswered questions before submitting the test.

Questions:

1	11 	21	31 	41 	51 	61 	71
2	12	22	32 	42 	52 	62 	72
3	13	23	33 	43 	53 	63 	73
4	14	24	34 	44 	54 	64 	74

Done Entering Data page options:

- To review answers and go back to the test, select a question listed on this page. Questions that were marked for review display a flag  icon. Questions that were not answered display a warning  icon. Questions that were answered will be blank.
- Items that were not answered display a warning  icon.



Important: DO NOT enter data for items that were not administered to a student. Items not administered to the student should show the warning icon and stay unanswered. The DEI allows for submission of each task block (Tasks 1-5 and 13, Tasks 3-9 and 13, and Tasks 6-13) with the other questions unanswered.

- To complete the testing process, click **Submit Test**.



Note: After you click **Submit Test**, the test is officially completed. You cannot log back in and review the data you entered.

Done Reviewing Test Page

After you submit the test, the **Done Reviewing Test** page appears, displaying the student's name, the test name, and the data entry completion date.

Scoring and reporting on both the Data Entry Interface and in the Online Reporting System will be available starting Monday, February 26. For some tests, The **Done Reviewing Test** page also displays the test score.

Figure 15. Done Reviewing Test Page

Done Reviewing Test

The test was submitted. You may view the test details below.

Test Reviewed As: Test, Test (Student ID: OF9591144)

Test Name: AASCD Science Grade 5

Data Entry Completed On: 2/9/2018

Scale Score: 428

Performance Level: 4

If you wish to review another test, you must log out and then log in again.

Next Step:
 To continue data entry for this student, select **Enter More Data for This Student**. To continue data entry for another student, select **Enter Data for a Different Student**. If you are done entering data, select **Log Out**.

Log Out

Enter More Data for This Student

Enter Data for a Different Student

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Table 2. Performance Level Key

Number	Performance Level
1	Limited
2	Basic
3	Proficient
4	Accelerated
5	Advanced

Results page options:

- Click **Enter Data for Different Student** to enter scores or responses for another student. You are directed to the **Enter Student Information** login page.

- Click **Enter More Data for this Student** to enter data for the same student without having to enter that student's demographic information again. You are directed to the ***Tests For This Student*** page. From there, you can proceed through the test selection and verification process.
- If you are done entering test data, click **Log Out**.

User Support

If this user guide does not answer your questions, please contact the Ohio Help Desk.

Ohio Help Desk
Customer Support Phone: 877-231-7809
Customer Support Email: ohhelpdesk@air.org

To assist you with your issue or question, please provide the Help Desk with detailed information that may include the following:

- The district and school name
- The SSID of the student whose test was affected by the issue
- The Test Administrator name and contact information
- The test name and question number
- Any error messages and codes that appeared
- Operating system and browser information